

Five Year Plan, 2013-2017
Mary Riley Styles Public Library
120 N. Virginia Avenue
Falls Church, VA 22046
www.fallschurchva.gov/library

Vision Statement

The Mary Riley Styles Public Library is an integral part of the community's intellectual, educational, recreational, business, and cultural life. The Library Board of Trustees and staff envision a future in which all of the community's interests are well represented in the Library's collections, a future in which all Falls Church residents can make use of the library's resources to enrich their own lives, and a future in which Falls Church residents turn to the Mary Riley Styles Public Library when the need for information is greater than the resources immediately at hand.

Mission Statement

The mission of the Mary Riley Styles Public Library is to provide and promote open access to reading, educational, recreational, cultural, intellectual and informational resources that enrich and enlighten all segments of our community.

The Library's Board of Trustees and staff believe that:

1. The patron comes first.
2. Reading and learning are important responsibilities of citizenship, essential to individual growth and enrichment and are among the most enjoyable forms of recreation.
3. Reliable access to information and cultural resources is a right of citizenship in a democracy and fundamental to the preservation of democracy.
4. Readily accessible programs and services of the highest quality are necessary as is the relevance of those programs and services to all current and future populations served by the library.
5. The importance and value of library services must be promoted to patrons by the staff, and creativity is encouraged.
6. It is necessary to stay ahead of social and technological change so as to always be of critical value to the community.

In light of the above, the following roles have been adopted to enable the library to fulfill its mission.

- ❖ **Learning center**, providing materials and guidance in continuing education and servicing student needs that **complement** school resources at all times, particularly when they are not available to students;
- ❖ **Children's door to reading**, fostering library and reading habits for children;
- ❖ **Information center**, providing information and information guides on a wide range of subjects and sources, including research materials on the historical and cultural aspects of the City of Falls Church;
- ❖ **Popular (or recreational) library**, supplying fiction, non-fiction, films, compact discs, eBooks and downloadable audio books, as well as other materials in popular demand for leisure time, pleasure, and personal enlightenment; and,
- ❖ **Study center**, providing space and assistance for area students.

Assumptions about the City of Falls Church

1. The educational level of the community will remain above the average for the metropolitan area, but some individuals and groups within the community will continue to have an educational level significantly below the community's average.
2. Falls Church will remain a culturally diverse community, and the library's patrons will continue to represent numerous racial and ethnic groups.
3. Falls Church will remain an economically diverse community.
4. The library's financial position depends on its ability to make a strong political case for the value of quality library service for the community.
5. Falls Church's population size will increase modestly due to its proximity to Washington, D. C.

Assumptions about Learning and Education

1. Lifelong learning is and will continue to be the key to personal satisfaction as well as economic and professional success for most people. It is essential if one is to understand the world in which we live.
2. The habit of lifelong learning is the result of recognizing reading and study as necessary and pleasurable activities. That recognition is most easily developed in childhood.
3. The Mary Riley Styles Public Library will continue to have a role as a supplemental educational resource for educational institutions from preschool through graduate school.
4. The Mary Riley Styles Public Library will continue to be one of the main lifelong learning resources available to those not affiliated with a school or other educational institution.

Assumptions about Information Delivery

1. For economic, aesthetic, and practical reasons, books will continue to be one of the most effective means of communication. This will be true particularly for subtle and complex ideas, narrative materials, and works of limited appeal.
2. Electronic information technology continues to alter the way in which information is delivered in fundamental ways. A successful public library must monitor these changes and be prepared to respond. The impact will be most noticeable in the provision of bibliographic data, reference service, periodical publications, and resources such as eBooks, downloadable audio books, and streaming video. Proliferation of ereader devices owned by patrons will create even more demand. First-rate library service will become more and more technology based.
3. The electronic information resources available in many homes and offices will continue to grow richer and more complex. Many people, however, will continue to require the assistance of information specialists to make the most of the resources available to them whether in their home, office, or library.
4. The publishing, sound recording, and film industries produce a large number of quality works that have a limited commercial appeal. The public library has a responsibility to assist in providing access to these works.

Goals of the Library

These goals are not listed in priority order.

Goal 1: Continue to develop library automation and technology infrastructure that provides the basic core library services of an online catalog, circulation, technical services, and website capabilities as well as provide workstations for the benefit and use of the public and staff.

Goal 2: Provide excellent customer service to patrons, other City and area school departments.

Goal 3: Increase the library's visibility throughout the City to make residents aware of the services and materials offered.

Goal 4: Continue to upgrade the existing facility to meet patrons' needs, technological demands, program accessibility, facility upkeep and investigate

Goal 5: Plan for an expansion of space for the library and its programs and services.

Goal 6: Create cooperative efforts and partnerships by library staff with other governmental agencies, businesses, and non-profit clubs and organizations.

Goal 6: Continue to enhance the library's collection in a variety of media to meet the evolving informational, vocational, and recreational needs for all ages and interests and also provide programs of interest to all ages.

Goal 7: Continue educational opportunities for staff development and development and improvement of the library's administrative structure.

Five Year Plan

This plan is modest in its projected tasks for the next few years since funds continue to be limited both at the local and State levels, but usage has remained steady or in some instances has increased. Since the plan is updated on an annual basis, it can be revised should the library budget increase, or technology, or citizens' needs change.

The format of this plan is formulated to more easily reflect a work in progress and a resource document that can be quickly consulted. Many recurring tasks are accomplished each year, but the purpose of this plan is to project new tasks, not those that are recurrent in nature unless they hold particular significance for the library or patrons. Tasks are grouped by fiscal years, and each task has a library department that is assigned to carry it out, a deadline for accomplishing the task, the goal the task addresses, and the results achieved. The following abbreviations have been used for the departments responsible for completing the tasks: A, Automation Services; Ad, Administration; C, Circulation; MT, Management Team; R, Reference Services; TS, Technical Services; and, YS, Youth Services.

Fiscal Year 2013 (July 1, 2012 through June 30, 2013)

The FY 13 budget for the library has been passed and includes four initiatives beyond the 0% increase in operating funds. They include: purchase of 6 upholstered chairs for the main reading room, 5 office staff chairs, increased funds for books, eresources, and money to replace the two remaining antiquated RFID stations. In addition, money from FY12 will be carried over for a space study. That project to take place in FY13 in preparation for the FY2014 Capital Improvement Plan.

Tasks	Department	Date Due	Goal #	Results
1. Investigate a Spanish language pilot project for adult materials	Ref,	Mar. 2013	2, 6	
2. Reinstate downloadable e-audiobooks into the library's collection budget if funding is provided	Ad, Ref	August 2012	6	
3. Purchase an outside display case if funding permits	Ad	Sept. 2012	3	
4. Investigate a staff suggestions page highlighting "good reads" on the library's website	Ref, A	Nov. 2012	2, 3	
5. Re-establish the Monday morning story hours if funding and staffing permit	YS	June 2013	6	Completed. 1/25/12
6. Replace the library's public copier; consider a color copier as a possible replacement if funding permits	Ad, Purchasing	Feb. 2013	1	Completed. 1/25/12 New leased copier was delivered in early February. B&W, not color.
7. Continue to pursue additional space for the library via the CIP	Ad	June 2013	4	Completed. 1/25/12 CIP request granted for \$2M in FY14. Space study to take place in FY13.
8. Purchase more e-books, if funding permits	Ref	May 2013	6	Completed. Additional funding approved in FY13 budget to accomplish this. 6/12
9. Purchase or lease new copier for Technical Services, if funding permits	Ad	Apr. 2013	2	No funding allocated in FY13 budget for this. 6/12
10. Host a Thomas Jefferson Elementary School art display.	YS	Feb. 2013	2,3	
11. Solicit patron feedback via a survey to determine how well the library is providing services	Ad	June 2013	2	
12. Promote the Summer Reading Program to grades K-7 at Thomas Jefferson Elementary School, Mount Daniel Elementary School, and Mary Ellen Henderson Middle School by speaking to at least 1,000 children.	YS	May 2013	5,6	
13. Attend the PTA information night and provide library information for parents.	YS	Sept. 2013	2,3	

Tasks	Department	Date Due	Goal #	Results
14. Catalog and process 95% of all new materials within one month of arrival	TS	June 2013	6	
15. Begin using more of the Acquisitions module	TS, A, Ad	Aug. 2012	2	
16. Purchase two remaining RFID upgrade stations if funding permits	Ad	Oct. 2012	1	Two remaining RFID upgraded stations ordered and will be installed by end of August 2012.
17. Investigate eBook reference collection	Ref	Dec. 2012	2,6	
18. Investigate wi-fi upgrade to stronger signal and purchase if funding permits	A	Dec. 2012	1	2 more Wi-Fi signal extenders have been ordered with FY12 monies to help boost signal. 6/12
19. Continue working with DPW on facility issues	Ad	June 2013	4	Interior painting of public areas to take place in September 2012; new condenser coil for RTU3 installed on 7/12/12.
20. Investigate moving the ongoing booksale books to section across from the Circulation desk	Ad, TS	Dec. 2012	2	
21. Consolidate back issues of magazines downstairs and place tax forms there	Ref, TS	Dec. 2012	2	
22. Purchase colorful area rugs for Youth Services room if funding permits	YS, Ad	Sept. 2012	2, 4	
23. Write Scope of Work for Space Study, evaluate quotes, award the work and complete space study. Library Board to be involved in development of the scope of work and also sign off on it and be involved in selection process of professional services for the study.	Ad	May 2013	2,4	
24. Reevaluate providing adult programming	Ref	May 2013	2	
25. Refresh public computers, one quarter (approximately 8) if funding permits	A	May 2013	1, 2	
26. Create EOP for library and update COOP	Ad, MT	May 2013	2, 4	
27. Develop the ESF#17 function of the City's EOP	Ad, MT	June 2013	2, 4	
28. Explore upgraded plantings for the front of the library/possible partnership with local Garden Club	Ad	June, 2013	2, 4	

Fiscal Year 2014 (July 1, 2013 through June 30, 2014)

Tasks	Department	Date Due	Goal #	Results
1. Review the 2010 census statistics for the City of Falls Church and develop a community profile that highlights possible community needs based on those census statistics; translate and plan for those needs by developing possible library services.	MT	Jan 2014	2, 6	
2. Assess the library collection and write a collection development plan based upon prior findings; if appropriate and funding can be secured, purchase downloadable eVideo and online periodicals	MT, Selectors	June 2014	2, 6	
3. Continue to pursue additional space for the library via the CIP	Ad	June 2014	4	
4. Host a Thomas Jefferson Elementary School art display.	YS	Feb 2014	2,3	
5. Attend the PTA information night and provide library information for parents.	YS	September 2013	2,3	
6. Solicit patron feedback via a survey to determine how well the library is providing services	Ad	June 2014	2	
7. Catalog and process 95% of all new materials within one month of arrival	TS	June 2014	6	
8. Consider restoration of Local History operating hours if funding permits	Ad, LBOT	Sept. 2014	2	

Fiscal Year 2015 (July 1, 2014 through June 30, 2015)

Tasks	Department	Date Due	Goal #	Results
1. Analyze all library job descriptions and update as necessary	Ad, MT	May 2015	7	
2. Assess the need for non-English language materials in the collection	MT, Ref	April 2015	6	
3. Complete a full set of City resolutions/ordinances in the Local History room	Ref	Feb. 2015	6	
4. Continue to pursue additional space for the library via the CIP	Ad	June 2015	4	

Tasks	Department	Date Due	Goal #	Results
5. Revise and update all library policies/procedures as necessary	MT	March 2015	7	
6. Hire an Assistant Circulation Supervisor, if funding permits	Ad	August 2014	7	
7. Reinstate public online databases previously cut due to budget losses	Ref	Sept. 2014	6	
8. Solicit patron feedback via a survey to determine how well the library is providing services	Ad	June 2015	2	
9 Catalog and process 95% of all new materials within one month of arrival	TS	June 2015	6	
10. Have an overall satisfaction rating of 95% or above on user survey	Ad	June 2015	2	

Fiscal Year 2016 (July 1, 2015 through June 30, 2016)

While this is a modest proposal at this time, it will be amended in the future as prospects for increased funding seems realistic and are reflected in the library's budget and staffing. Concrete tasks will be developed and assigned at that time.

Tasks	Department	Date Due	Goal #	Results
1 Catalog and process 95% of all new materials within one month of arrival	TS	June 2016	6	
2. Have an overall satisfaction rating of 95% or above on user survey	Ad	June 2016	2	
3. Attend the PTA information night and provide library information for parents.	YS	September 2015	2,3	
4. Continue to pursue additional space for the library via the CIP	Ad	June 2016	4	
5. Solicit patron feedback via a survey to determine how well the library is providing services	Ad	June 2016	2	

Fiscal Year 2017 (July 1, 2016 through June 30, 2017)

While this is a modest proposal at this time, it will be amended in the future as the prospects for increased funding seems realistic and are reflected in the library's budget and staffing. Concrete tasks will be developed and assigned at that time.

Tasks	Department	Date Due	Goal #	Results
1 Catalog and process 95% of all new materials within one month of arrival	TS	June 2017	6	
2. Have an overall satisfaction rating of 95% or above on user survey	Ad	June 2017	2	
3. Attend the PTA information night and provide library information for parents.	YS	September 2016	2,3	
4. Continue to pursue additional space for the library via the CIP	Ad	June 2017	4	
5. Solicit patron feedback via a survey to determine how well the library is providing services	Ad	June 2017	2	